



## Savannah State University Position Description – Director – Financial Services

### ***POSITION DESCRIPTION***

Position Title: Director – Financial Services (Bursar) FLSA Status: Exempt  
Reports to: Comptroller  
Department: Financial Services  
Date Prepared: June 2003

### ***BASIC FUNCTION***

This position exists to manage the area of student accounts and account receivables for the university. All billings for the university are handled through the office this position manages with the exception of restricted account billings. All cash receipting is also handled through this office with the main purpose of the position being to safeguard the university's assets.

### ***NATURE & SCOPE***

Reporting directly to the Comptroller, the incumbent in this position must have a demonstrative mastery of techniques, practices and theories that are important to SSU. In addition, the incumbent works with students and parents on payment arrangements while adhering to university policies and procedures, which can be a challenge at times.

The individual in this position must process student refunds by establishing deadlines and ensuring they are adhered to. The individual must also perform any maintenance required to ensure the systems used run smoothly. In addition, the incumbent in this position must possess a wide knowledge of federal regulations and university policies. The incumbent also must be capable of devising procedures to ensure internal controls are in place and decisions must be made, sometimes very quickly, that can directly affect other offices and the university as a whole.

### ***PRINCIPAL ACCOUNTABILITIES***

- Supervises the area of the Bursar's office
- Maintains the accounts receivable module of Banner
- Performs reconciliations
- Processes withdrawals
- Works with parents, students and other offices concerning student balances and questions

### ***SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED***

This position requires beyond a four-year college degree in addition to knowledge and proficiency in using Microsoft Excel, Word, Banner and Peoplesoft. Knowledge of the Board of Regents and the United States Department of Education policies and procedures is also required.